



BrightShift

VIRTUAL CLASSROOM QUICK START GUIDE

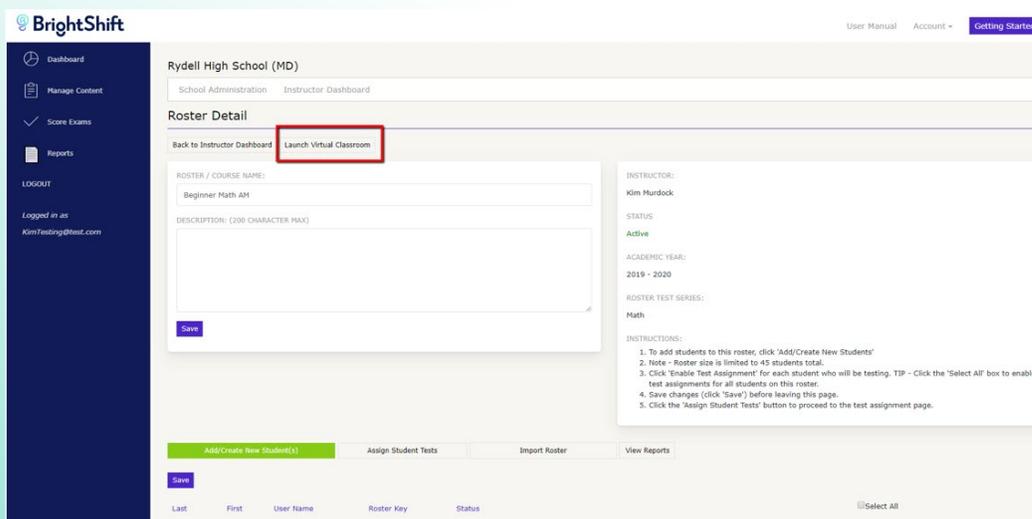


In the BrightShift platform the teacher is the true moderator and he/she control who can talk and share video just as it would be in a physical classroom. For more information on how to keep students and staff safe using Videoconferencing [click here](#).

IMPORTANT NOTES

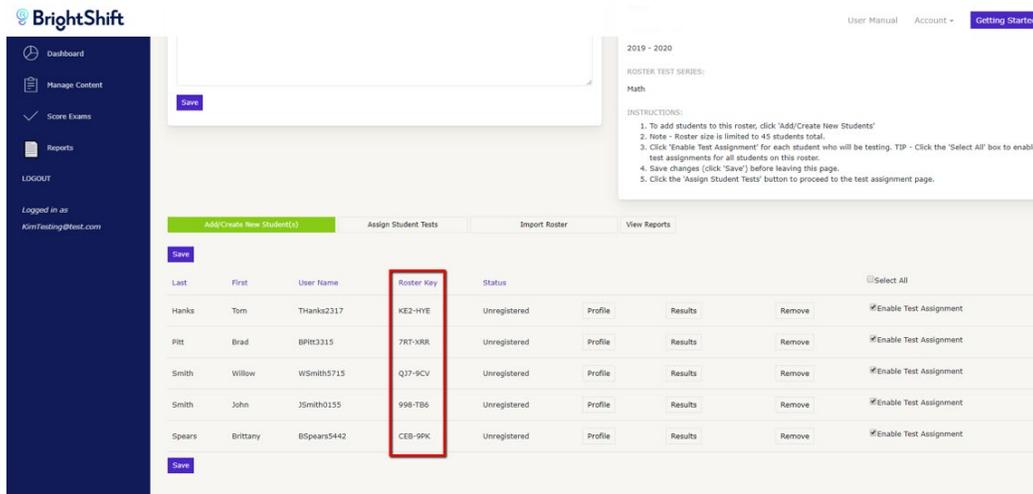
- The system creates a unique room for each roster.
- The Instructor must launch the Virtual Classroom before any students can join the classroom.
- Students must have a completed profile to enter the classroom.
- Both the instructor and students will need to allow the use of their microphone and camera. (You can still join without a camera and participate.)

Instructors can launch the Virtual Classroom from the Roster Detail Screen:

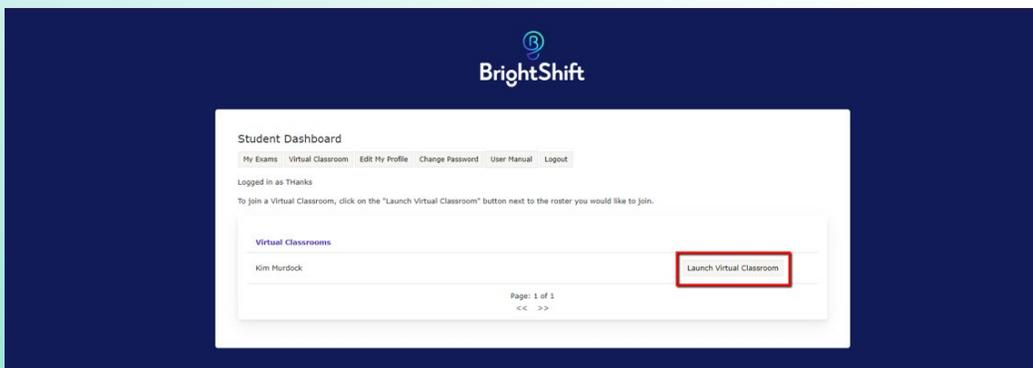


The screenshot displays the BrightShift interface for Rydell High School (MD). The main content area is titled 'Roster Detail' and includes a 'Launch Virtual Classroom' button highlighted with a red box. Below this, there is a form for editing roster details. The form fields are: ROSTER / COURSE NAME (Beginner Math AM), DESCRIPTION (300 CHARACTER MAX), INSTRUCTOR (Kim Murdock), STATUS (Active), ACADEMIC YEAR (2019 - 2020), and ROSTER TEST SERIES (Math). A 'Save' button is located at the bottom left of the form. To the right of the form, there are 'INSTRUCTIONS' for adding students to the roster. At the bottom of the screen, there are buttons for 'Add/Create New Student(s)', 'Assign Student Tests', 'Import Roster', and 'View Reports'. A table with columns for 'Last', 'First', 'User Name', 'Roster Key', and 'Status' is partially visible at the bottom.

For students to access your virtual classroom they will need to have a complete profile. If they are new to your school you will need to give each student their individual Roster Key which is found on the Roster Details Screen:

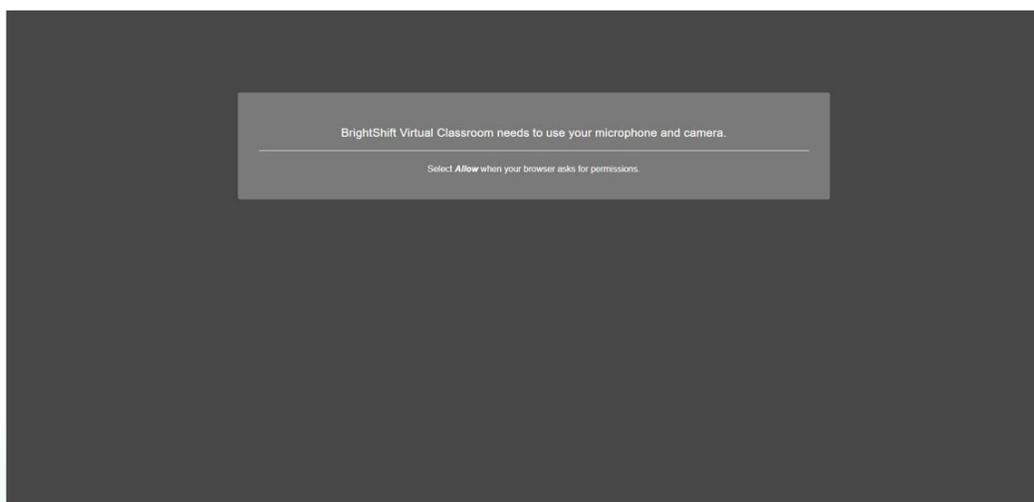


The student will need to enter the first name, last name and roster key as they appear on the roster the first time. Once they login they can complete their profile and launch the classroom from their dashboard:



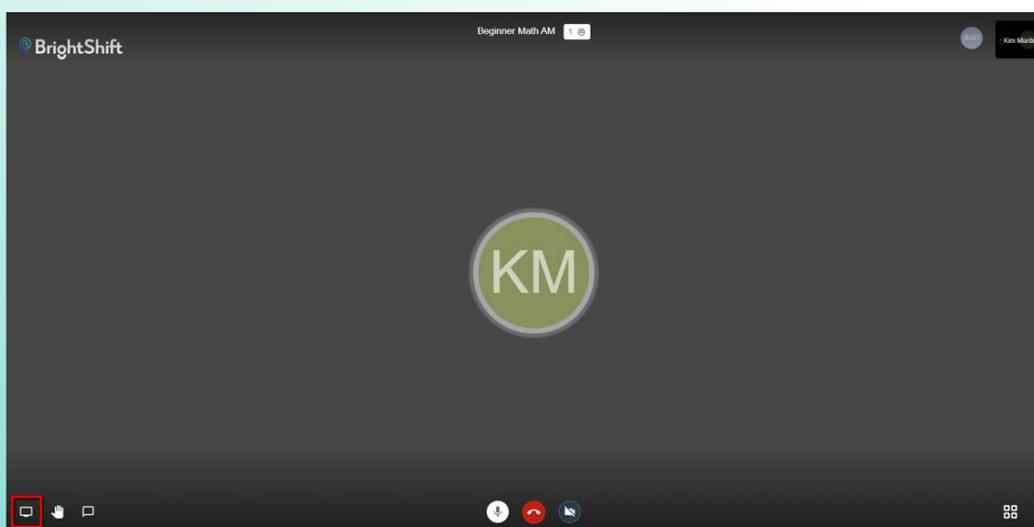
CLASSROOM CONTROLS

When launching the classroom, you will see the following screen, reminding you to allow video and microphone access:



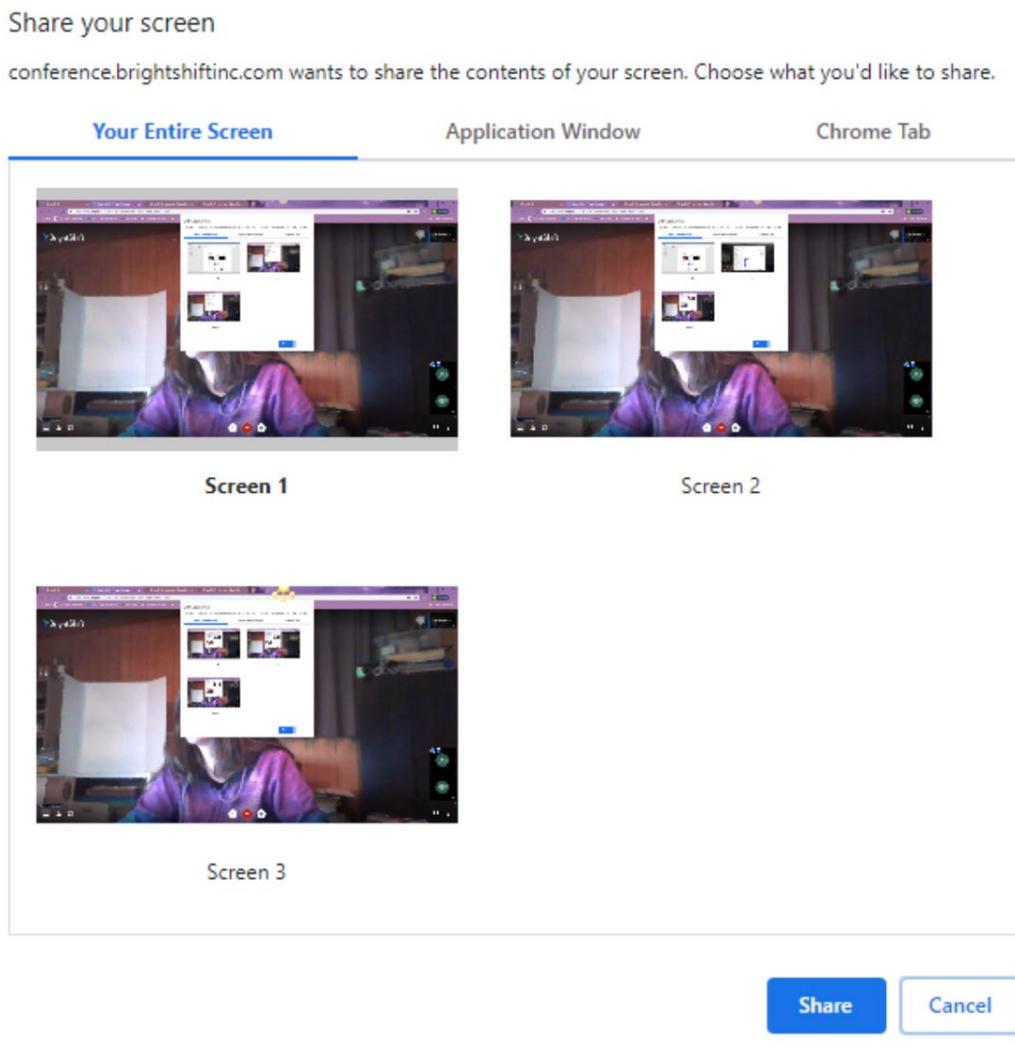
SCREEN SHARING

The instructor can share their screen by clicking on the computer in the bottom left corner:



SCREEN SHARING

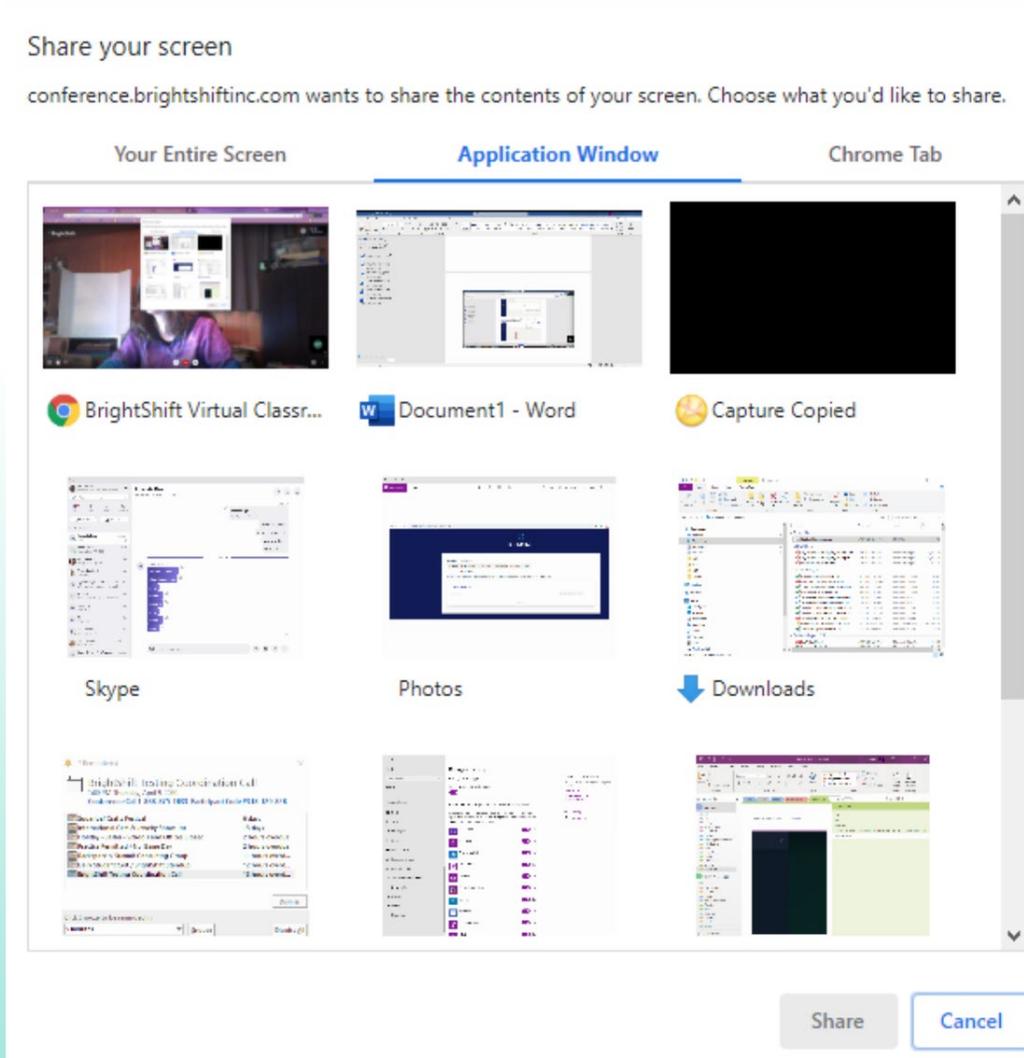
The screen sharing window is displayed:



SCREEN SHARING

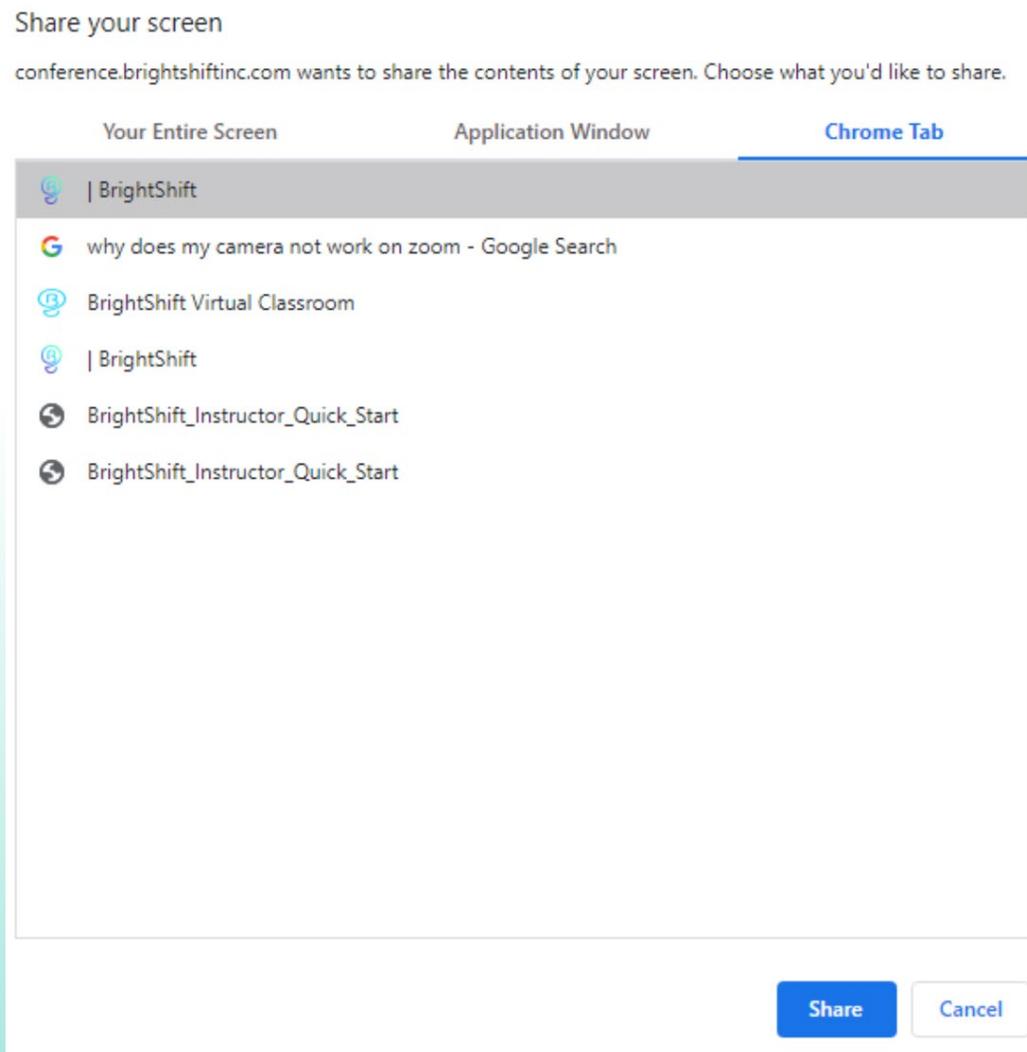
The instructor will see the number of screens that they have available to select from or they can select one of the other tabs on the sharing screen.

The application window sharing tab allows you select an individual application to share:



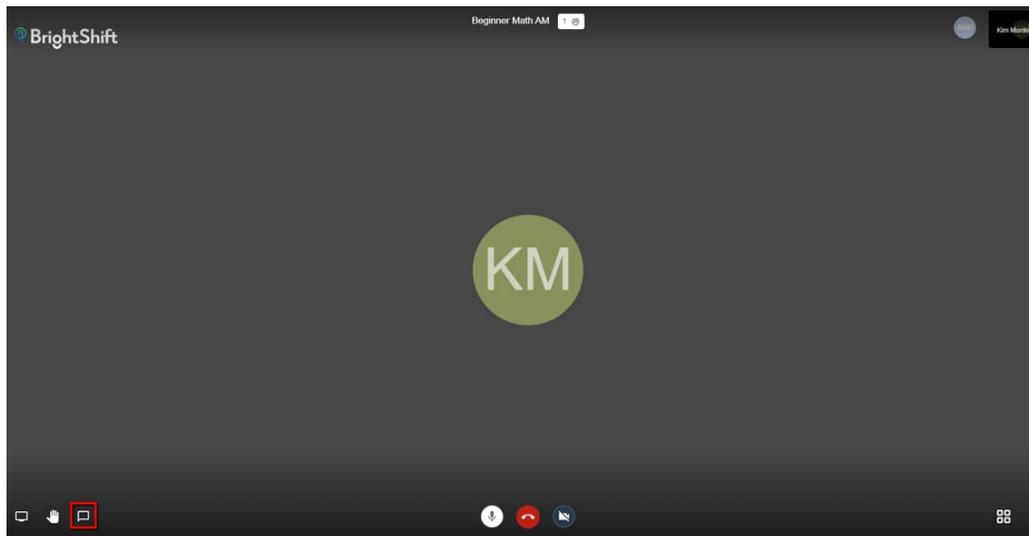
SCREEN SHARING

The Chrome tab in the sharing window allows you to share an individual tab in Chrome:

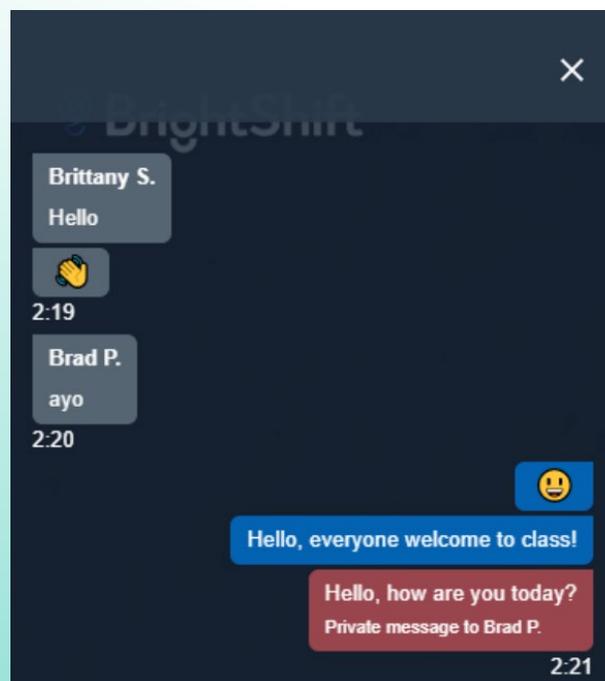


MESSAGING

You can chat with all your students at once by clicking on the chat icon in the bottom left corner:

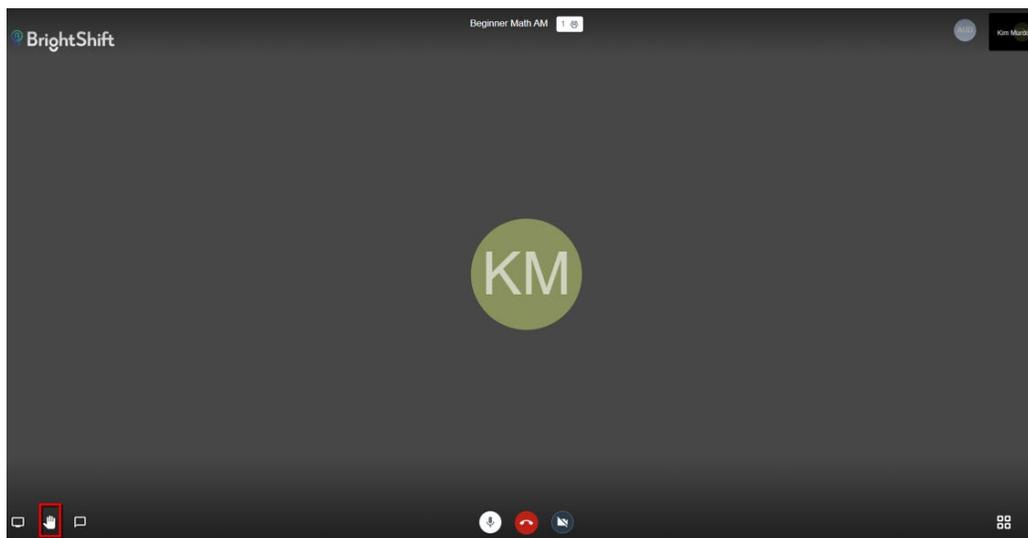


The messaging window shows group messages and individual messages:

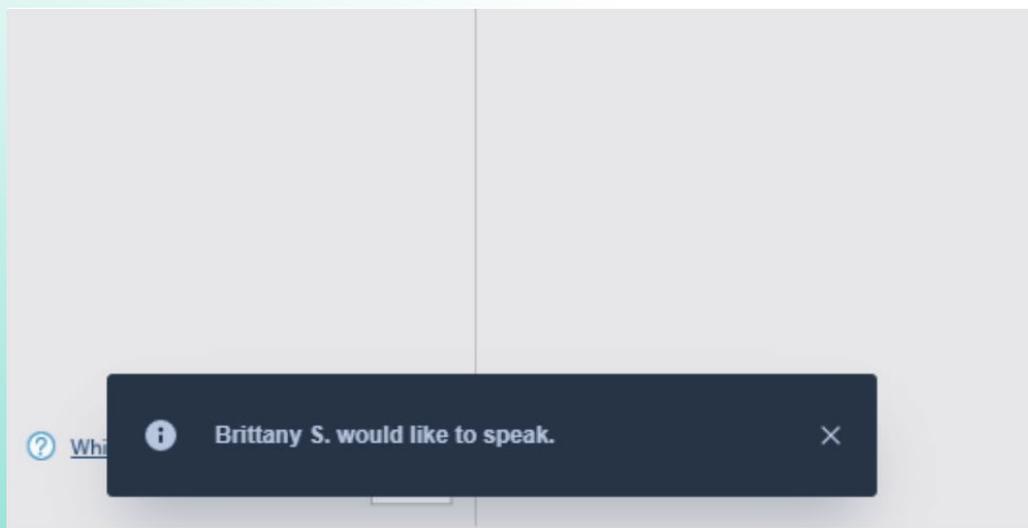


MESSAGING

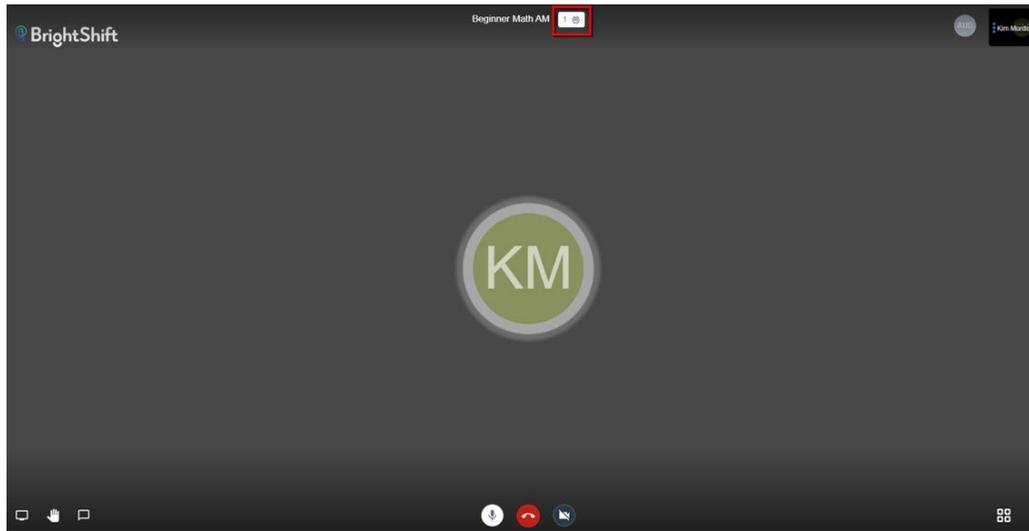
Students can raise their hand by clicking on the hand in the lower left corner:



Those messages show on the instructors screen in the lower left corner:



Clicking on the people icon in the middle of the top of the screen, you will get call statistics:

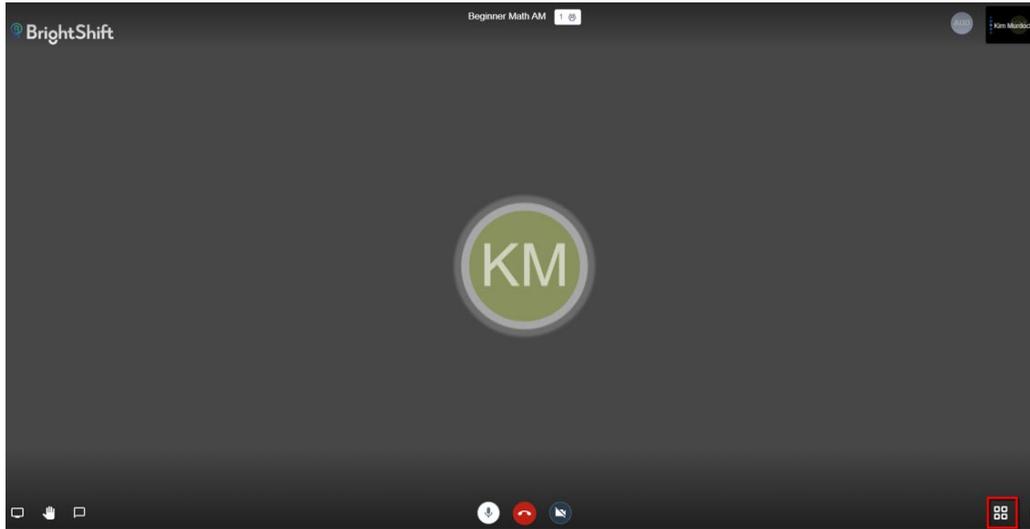


Speaker stats available for review:

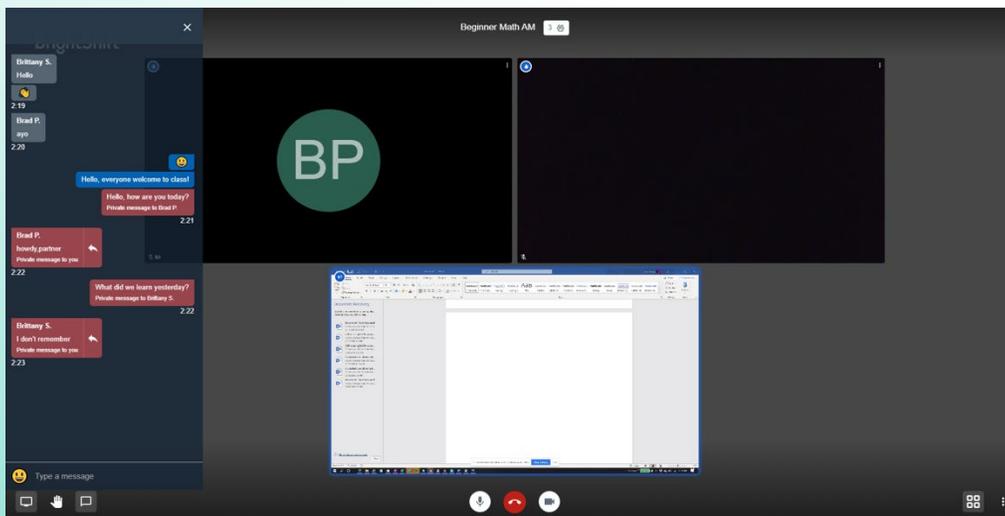
Speaker Stats	
Name	Speaker Time
● Kim Murdock (Instructor) (me)	7m4s
● Brad P.	51s
● Brittany S.	50s

Close

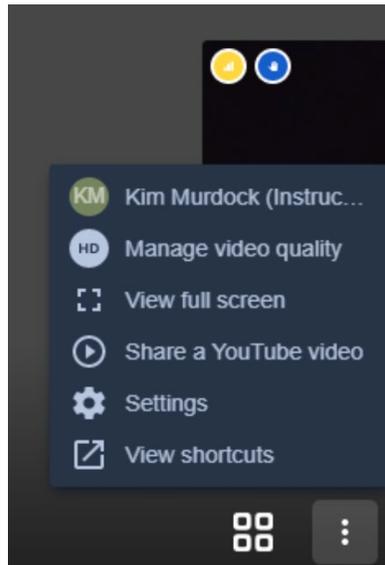
The instructor view can be toggled by clicking on the icon:



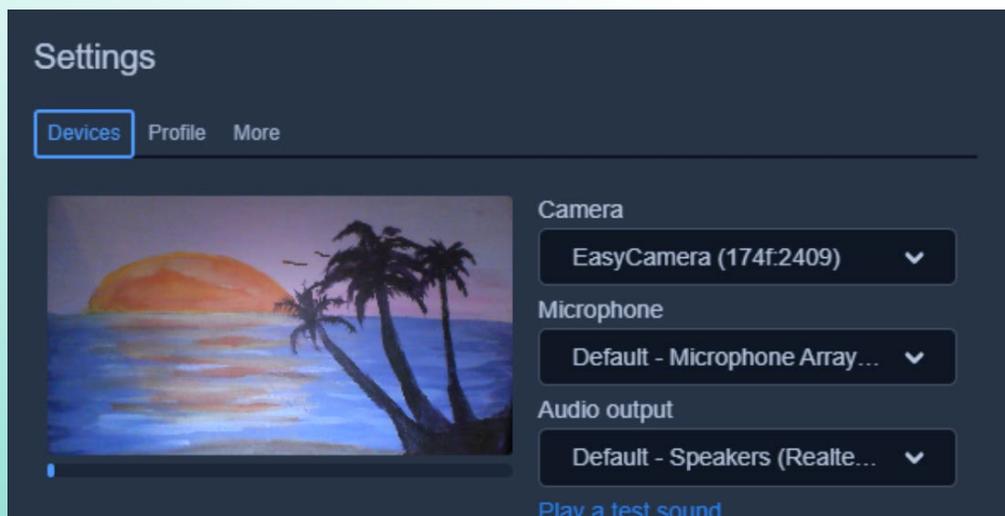
Title View:



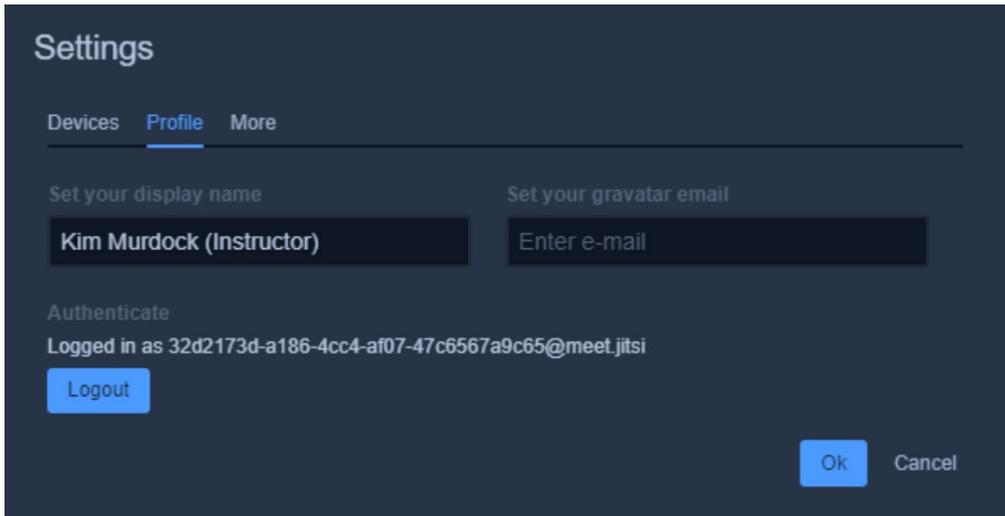
The settings are accessed by clicking on the settings icon:



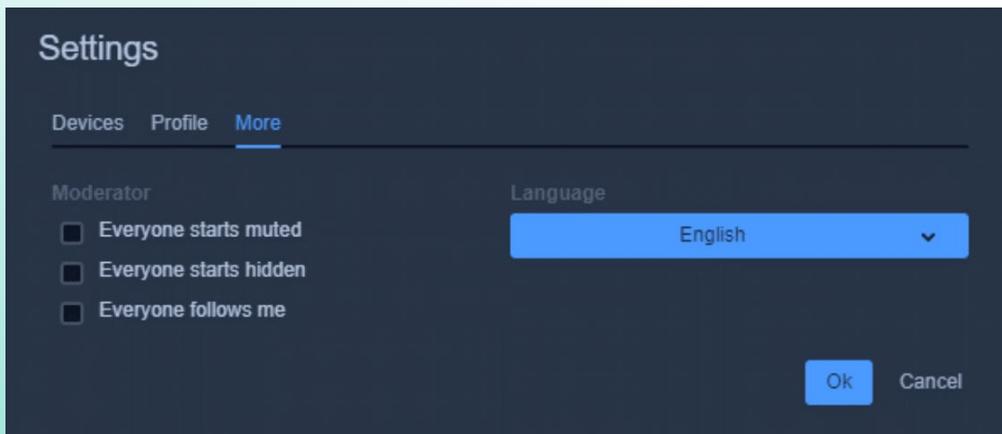
Clicking on your name brings up the settings screen, with tabs for devices, profile and more. Devices allows you to select the devices you will use for classroom communication:



Profile allows you change your display name:



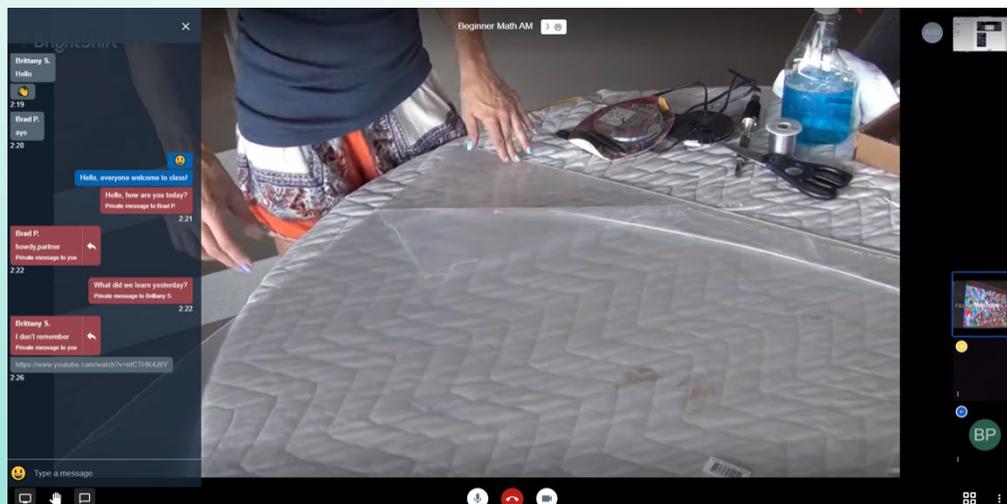
More allows you to set moderator settings:



Clicking on manage video quality allows the instructor to determine the video quality:



Share on YouTube allows you to embed the video in the classroom:

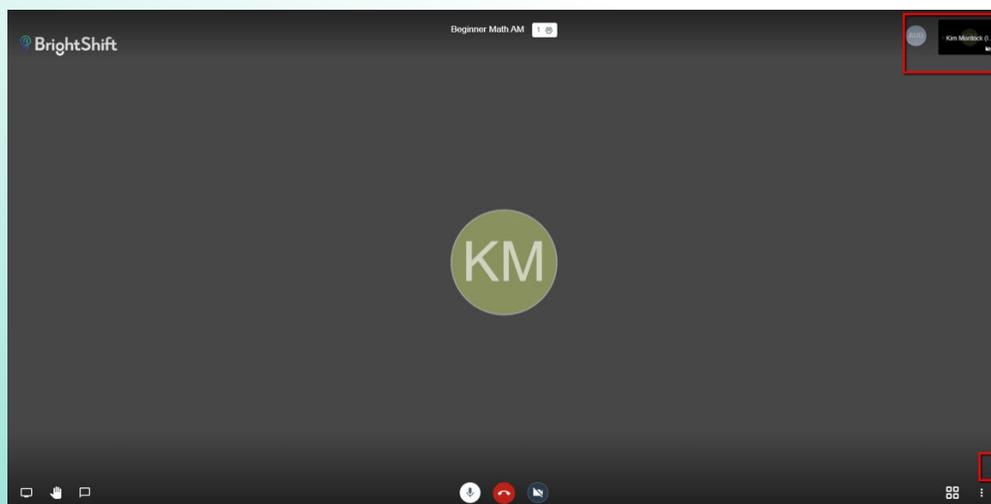


Blur my background blurs the background.

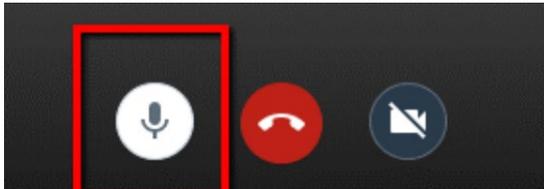
View keyboard shortcuts:



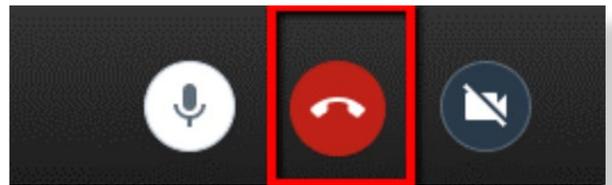
Clicking on the > in the bottom left corner hides the users:



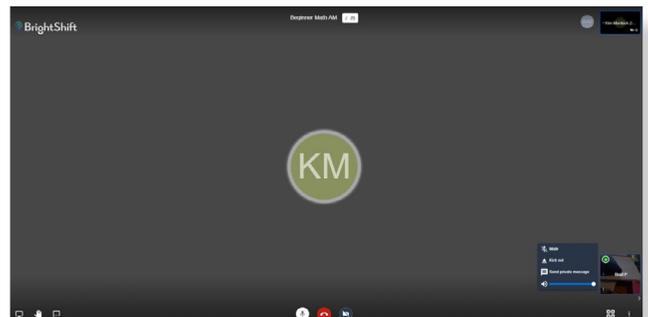
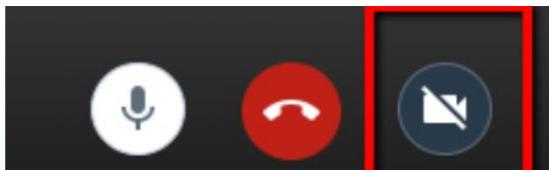
Clicking the microphone icon mutes and unmutes your microphone:



Clicking on the phone icon ends the meeting:

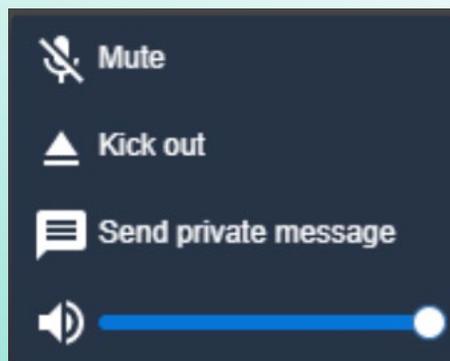


Clicking on the camera icon turns the camera on and off:



Click on a participant to access the menu:

- Mute
- Kick Out
- Send Private Message
- Control volume





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